

ELIGIBILITY REVIEW DATES

The department will set an employee's eligibility review (step increase) date based on the Department of Administrative Services – Human Resources Enterprise administrative rules 53.7(5).

Refer to the P1 Descriptions with Administrative Rules for specific instructions on how to set the eligibility (step increase) date.

ACTION TAKEN	ELIGIBILITY DATE SET 26 OR 52 WEEKS	ELIGIBILITY DATE ADJUSTED Y OR N	ADJUSTMENT MADE TO ELIGIBILITY DATE
New Hires / Reemployments / Reinstatements	26 weeks		26 weeks for AFSCME employees and those who start on the first day of the pp 26 weeks + 1 pp for all others
Step Increases	52 weeks		
Demotion / Lateral transfer – Contract covered		N	
Demotion / Lateral transfer – Noncontract to contract covered		Y	Receive step increase if the eligibility date is past due and employee not at pay grade max, then set step increase date to 52 weeks; otherwise stays the same
Educational Leave - Required (with pay)		N	
Leave of Absence (without pay) Gone < 30 calendar days		N	
Leave of Absence (without pay) Gone > 30 calendar days		Y	Adjust forward by the period of time employee was on leave without pay
Military Leave – With or without pay		N	
Promotion with an increase in pay		Y	Set to 26 weeks from effective date of promotion*
Promotion with no increase in pay		N	
Recall < 30 calendar days		N	
Recall > 30 calendar days		Y	Adjust forward by the period of time employee was on layoff
Reclassification Upward		Y	Set to 26 weeks if employee receives an increase in pay, otherwise stays the same
Reclassification Downward / Lateral – Contract covered		N	
Reclassification Downward / Lateral – Noncontract to contract covered		Y	Receive step increase if the eligibility date is past due and employee not at pay grade max, then set step increase date to 52 weeks; otherwise stays the same

***pp = pay period**

*Employees covered by SPOC will have their step date set to **52** weeks upon promotion.

Formula to adjust step increase date forward:

Went on leave or was laid off **5/17/2010**. Returned from leave or was recalled **9/28/2010**.

Gone for **134 days** (15 days May + 30 days June + 31 days July + 31 days August + 27 days September).

Take 134 days divided by 14 = **9.57**; round up to **10 pay periods**.

Previous step increase date: **10/15/2010**. New step increase date after adjusting forward 10 pay periods: **3/4/2011**.

Note: If decimal point > .5, round up to next highest whole number (i.e. gone 5.53 pay periods, round up to 6), otherwise, round down to next lowest whole number (i.e. gone 5.32 pay periods, round down to 5).